



INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
400 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202-4704

JUN - 6 2005

MEMORANDUM FOR CIVILIAN AND MILITARY OFFICERS AND EMPLOYEES ASSIGNED
TO THE OFFICE OF THE INSPECTOR GENERAL OF THE
DEPARTMENT OF DEFENSE

SUBJECT: Conflicts of Interest within the Office of the Inspector General

References: (a) Inspector General Act of 1978, as amended
(b) Part IIA, Quality Standards for Federal Offices of Inspector General, October 2003
(c) 18 U.S.C. § 208
(d) 5 C.F.R. § 2635.502
(e) DAEOfgram DO-04-012, "Effective Screening Arrangements for Recusal Obligations," dated June 1, 2004 (on www.usoge.gov)

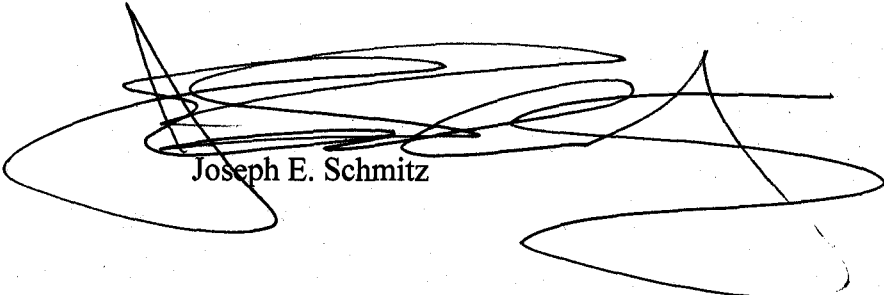
Purpose: This memorandum prescribes policy guidance for ensuring that all employees of the Office of the Inspector General (OIG) who perform functions in positions of trust in support of the duties prescribed in reference (a) will take every reasonable precaution to ensure that they are not placed in a conflict of interest situation—either actual, potential, or apparent.

Policy: It is the policy of this OIG, and all federal inspectors general per reference (b), that all officers and employees be vigilant not to allow themselves to be placed in a position where their independence and objectivity are questioned, as well as ensuring that they are not compromised by conflicts of interest, whether actual, potential, or apparent.

Responsibility: At the first indication to any officer, employee, or supervisor that any actions being taken by an officer or employee have even the appearance of a conflict of interest, in violation of reference (c), (d), or any other governing directive, the employee who first becomes aware of the possible conflict will bring it to the attention of either the employee who may have the conflict or the employee's supervisor, detailing why they feel there may or could be a conflict. The supervisor shall consider the circumstances and facts in the case, then consult with the Office of General Counsel (OGC) and with the Designated Agency Ethics Official (DAEO). If counsel and/or the DAEO agrees that there is at least the appearance of a conflict, counsel, the DAEO, and the supervisor will discuss options, such as recusal or divestiture. If the option chosen is recusal, OGC will assist the employee in preparing a recusal letter, and in establishing a gatekeeper to implement screening and other precautions, in accordance with reference (e). Recusals will be in writing and if withdrawn at a later date, will also be withdrawn in writing. Notification of recusals must be adequate to alert those who might be working related issues. If, during legal review, an actual conflict is found or suspected, the General Counsel will notify the DAEO and the Inspector General, in writing, with a recommendation on appropriate action.

Effective Date: This policy memorandum is effective immediately.

Attachments: none


Joseph E. Schmitz